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19 November 1962

MEMORANDUM FOR: Chief, AF Division

SUBJECT : Delinquent Agent Advances

REFERENCE : Finance Memo to Chief, AF Division on 5 October 1962

1. In reference memorandum the Approving Officer was requested to take appropriate action to settle advances of agents controlled by your division on which accountings were sixty (60) or more days delinquent.

2. Several of the delinquent accounts have been cleared and satisfactory action has been taken on others, however, the following accounts are still delinquent:

25X1A9a A. [REDACTED] Due March 1962 \$1,900.00

25X1A6c (1) [REDACTED] dated 2 February 1962 reported the purchase of MW 20170 (the purpose of above advance) to the Office of Logistics. The total cost including insurance was shown as \$1,796.73. There has been no accounting to Finance Division for this purchase or evidence that [REDACTED] has refunded the difference of \$103.37.

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25X1A9a B. [REDACTED] Due January 1961 \$5,000.00

(1) The above represents a loan to [REDACTED] which according to the Fiscal Annex for project [REDACTED] could be written of and set up in a memorandum account, based upon a receipt from [REDACTED] acknowledging the funds. Neither receipt nor any evidence of repayment has been received by the Finance Division.

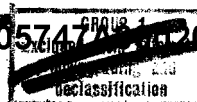
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3. Since the above accounts are now in excess of 90 days delinquent, your concurrence is requested in effecting deductions from any sums due to these agents unless accountings and/or refunds are received by 15 December 1962.

4. For the Agents listed in this paragraph, we have been advised that accountings are in your Budget and Fiscal Office, or your Division personnel has determined extension of the due date is justified under the circumstances peculiar to each agent. It is requested that the accountings or justification for extension of the due date be forwarded promptly to this office.

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